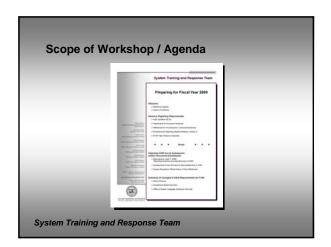
Arizona Department of Education Tom Horne, Superintendent of Public Instruction
Preparing for Fiscal Year 2009
System Training and Response Team

Workshop Logistics

- Sign-in sheets
- Workshop Evaluation Form
- Certificates of Completion
- Break / Rest Areas



Procedures for Reporting Student Absence Complying with ADE Guideline GE - 20 System Training and Response Team How does School Finance use data related to the daily participation of enrolled students? • Adjusted ADM (Excessive Absences) • Withdrawal from enrollment upon accumulation of ten consecutive unexcused absences System Training and Response Team Adjusted ADM (Excessive Absences) Pursuant to A.R.S. § 15-902 ADE adjusts for excessive absences if ADM for a school district or charter holder in Administration of the consecutive or charter holder in Administration or charter holder in Administration or charter holder in Administration or charter holder		
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for all other districts and charter holders if ADM exceeds ADA by more than 6%.	excessive absences if ADM for a school district or charter holder that serves students exclusively in	
System Training and Response Team	for all other districts and charter holders if ADM	
System Training and Response Team		
	System Training and Response Team	

	_
Average Daily Membership (ADM)	
ADM = Membership Days Days in the Reporting Period	
Days in the Reporting Feriod	
System Training and Response Team	
]
Average Daily Attendance (ADA)	
ADA = Membership Days – Absence Days Days in the Reporting Period	
2 ayo m ano responsing r oned	
System Training and Response Team	
	1
Example 1 – Absences <u>do not exceed</u> specified limits	
Unified School District Grades PS – 12 100 th day ADM and ADA	
Membership Days = 653,100	
• Absence Days = 21,085	
• ADM = 6,531.00	
• ADA = 6320.15	
 ADM exceeds ADA by 3.33% (6531.00 – 6320.15 / 6320.15) 	
System Training and Response Team	

Example 2 - Absences exceed specified limits

Union High School District Grades 9-12 100^{th} day ADM and ADA

- Membership Days = 2,050,112
- Absence Days = 165,888
- ADM = 20501.12
- ADA = 18842.24
- ADM exceeds ADA by 8.8%
 (20501.12 18842.24 / 18842.24)

System Training and Response Team

Example 2 – Absences <u>exceed</u> specified limits

Union High School District Grades 9 - 12

- ADM exceeds ADA by 8.8%
- ADE adjusts ADM by multiplying ADA by the adjustment factor specified in statute (1.085)
- 18842.24 X 1.085 = 20443.83
- Adjusted ADM = 20443.83
- Reported ADM = 20501.12

System Training and Response Team

Absence Approval Request

After the 100th day of instruction the absence rate may be further adjusted by applying to ADE for the approval of certain types of absences including absences that are due to:

- Chronic illness as defined in A.R.S. § 15–346
- Widespread illness*
- Adverse weather conditions*
- Concerted refusal by students to attend classes*
- Threats of violence against school property, school personnel or students for any period of one day or more
- * For any period of three consecutive days or more

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Adjustment factors

- 1.085 for districts and charters with students exclusively in grades 9 12
- 1.06 for all other districts and charters
- Adjustments are displayed on the School Finance 40–2 Report

System Training and Response Team

SAIS ADMS 40-2			ARIZONA DEPARTMENT OF ED	JCATION		Page:
		R	ESIDENT AVERAGE DAILY MEMBE	RSHIP RECAP		Report Date: 05/08/200
			Day 1 THROUGH 100			
			FISCAL YEAR 2007-201	8		
District of Reside	nce: 00-05-99 XY	Z Union High Scho	ol District			
Grade	Reported ADM	Reported ADA	Approved Absence Days	Approved ADA		Adjusted ADM
	•	-	Iliness	- ''		
			Refusal			
			Weather			
			Chronic			
PSH * ** *****						
			Illness			
			Refusal			
			Weather			
			Chronic			
KDG *** ****						
			Illness			
			Refusal			
			Weather			
			Chronic			
01 - 08 ****						
Elementary						
			Iliness			
			Refusal			
			Weather			
			Chronic			
	20501.12	18842.24				
Secondary District Total	20501,120	18842,240		18842.24	X 1.085 =	20443.83

Ten Consecutive Unexcused Absences

Withdrawals include students formally withdrawn from schools and students absent for ten consecutive school days, except for excused absences as identified by the department of education. (See A.R.S. § 15–901(A)(2))

Excused Absences An excused absence is absence due to illness or taking a vacation after the school has been notified of the absence. The governing board of each district must adopt a policy governing the excuse of pupils for religious purposes. (See School Finance Instructions for Required Reports, page 23.) System Training and Response Team Reporting absences for Kindergarten students • Kindergarten students are considered either to be present or absent for a full day. Incremental absences in proportions that are less than a kindergarten student's FTE are not allowed. • Record a KG student, with total instruction time between 346 and 692 hours per year, as absent if he/she is in attendance for less than three-quarters of the instructional time scheduled for the day. • If the total instructional time for the year is 692 hours or more, a student is counted as absent if he/she attends less than half the instructional time scheduled for the day. System Training and Response Team KG 1 Reporting absences for Kindergarten students Example 1 • Student A is enrolled in a KG program that is scheduled to include 360 instructional hours over the course of a school year. • 2 hours of instruction are scheduled for a particular day.

If Student A attends for at least 1:30, he is considered to be in attendance for the full day and no absence is reported.
If Student A attends for less than 1:30, he is considered to be absent for the full day and an absence in the amount of 0.50

must be reported. (Student's FTE is 0.50.)

Appropriate adjustments must be applied according to variations in the length of the instructional time scheduled for a

particular day.

Reporting absences for Kindergarten students

Example 2

- Student B is enrolled in a KG program that is scheduled to include 720 instructional hours over the course of a school year.
- 4 hours of instruction are scheduled for a particular day.
- If Student B attends for at least 2:00, she is considered to be in attendance for the full day and no absence is reported.
- If Student B attends for less than 2:00, she is considered to be absent for the full day and an absence in the amount of 1.00 must be reported. (Student's FTE is 1.00.)
- Appropriate adjustments must be applied according to variations in the length of the instructional time scheduled for a particular day.

System Training and Response Team

KG 3

Blocks of Time	Start E	Instructional End Minutes	Instructional Minu From	tes To	Absence Amount	Resu
nstructional Block 1		1.0000000000000000000000000000000000000		177.1	0.00	Preser
Ioninstructional		-			1.00	Abser
nstructional Block 2						
Ioninstructional	-		Student Arriving La	te		
nstructional Block 3			Arrives before	145	Present	
Ioninstructional			Arrives at or after		Absent	
nstructional Block 4						
Ioninstructional			Student Leaving Ex	erly	-5.1VU33V-0-	
nstructional Block 5			Leaves before	177	Absent	
loninstructional			Leaves at or after		Present	
nstructional Block 6						
ioninstructional			1		Calculate Partia	I-Day Abse
nstructional Block 7					Arrive	
Ioninstructional			1		Leave	
nstructional Block 8			1		Minutes	
The state of the s		control of	1		Return	
Total	Instructional N	Ainutes (Leave	
					Minutes	
IOTES:			_		Total Minutes	
ype any notes in this area					Absence Amount	
Total		dinutes (Minutes Return Leave Minutes Total Minute	

Start	End	Instructional Minutes	Instructional Minu From	To	Absence Amount	Result
8:15 AM	10:05 AM	110	148	295	0.00	Present
10:05 AM	10:25 AM	1,000	0	147	1.00	Absent
10:25 AM	11:40 AM	75	1			0.78,121.5
11:40 AM	12:20 PM		Student Arriving La	te		
12:20 PM	1:30 PM	70	Arrives before	11:03 AM	Present	
1:30 PM	1:50 PM	- 19	Arrives at or after	11:03 AM	Absent	
1:50 PM	2:30 PM	40				
2:30 PM			Student Leaving E	arty		
			Leaves before	11:03 AM	Absent	
		9	Leaves at or after	11 03 AM	Present	
					Calculate Partial	Day Absence
					Arrive .	8:15 A
					Leave	9:45 A
				-	Minutes	-
					Return	1:05 P
al Instruction	al Minutes	295			Leave	2:30 P
					Minutes	. (
					Total Minutes	15
Mrs. Jones, N	fr. Green			- 1	Absence Amount	Prese
	8:15 AM 10:05 AM 10:25 AM 10:25 AM 11:40 AM 12:20 PM 1:30 PM 2:30 PM	8:15 AM 10:05 AM 10:05 AM 10:25 AM 10:25 AM 11:40 AM 11:40 AM 12:20 PM 12:20 PM 1:30 PM 1:30 PM 1:50 PM 1:50 PM 2:30 PM	8-15-AM 1906 AM 110 100 5 AM 1025 AM 110 100 5 AM 1136 AM 75 11-80 AM 1136 AM 75 11-80 AM 1136 PM 70 12-0 PM 130 PM 70 130 PM 230 PM 40 2-30 PM 2-30 PM 40	8.15.AM 1909 AM 110 148 149 100 5AM 1905 AM 1150 AM 1150 AM 1750 AM 1150 AM 1750 AM 1150 AM 175 AM 1150 AM 1750 AM 175	### 150 PM 100 AM 110 148 296 100 FM 100 FM	### 100 AM 100 AM 110 148 296 0.00 100 AM 1

Instructional Block 1	Start	End	Instructional Minutes	Instructional Minu From	ites To	Absence Amount	Result
	8:15 AM	10:05 AM	110	78	155	0.00	Present
AM Recess	10:05 AM	10:30 AM	20.00	0	77	1.00	Absent
Instructional Block 2	10:30 AM	11:15 AM	45				
Noninstructional	11:15 AM			Student Arriving La	ite		
Instructional Block 3				Arrives before	9.33 AM	Present	
Noninstructional				Arrives at or after	9:33 AM	Absent	
Instructional Block 4							
Noninstructional				Student Leaving Ea	arty		
Instructional Block 5				Leaves before	9:33 AM	Absent:	
Noninstructional				Leaves at or after	9:33 AM	Present	
Instructional Block 6							
Noninstructional						Calculate Partia	I-Day Absen
Instructional Block 7						Arrive	
Noninstructional						Leave	
Instructional Block 8						Minutes	
5000			55.0			Return	
Total	Instruction	al Minutes	155			Leave	
						Minutes	
NOTES:						Total Minutes	
Teachers: Mrs. Wilson, M	Irs. Jones, M	Ir. Green.				Absence Amount	

			Total	Total			5.00 (Test 1
Schedule Name	Minutes of Instruction	Days on Schedule	Instructional	Instructional Hours		Grade Level	Minutes per Week	Hours per Year
KG (1.0) Regular	Instruction 295	Schedule 140				Preschool	360	per rear
KG (1.0) Regular KG (1.0) Early Release	155					KG (0.5 FTE)	300	356
NO (1.0) Carry Newsase	133	40	0200	.103		KG (1.0 FTE)		712
		_				1, 2 and 3		712
						4,5 and 6		890
	_					7 and 8		1,068
						9. 10. 11 and 12		720
	_				Notes:		_	110
					110103			
1								
6								
Totals		180	47500	792				

	17,000 00.1 5		Instructional	Instructional Min		Absence	110122-002
Blocks of Time	Start	End	Minutes	From	То	Amount	Result
Instructional Block 1	8:15 AM	10:20 AM	125	229	305	0.00	No Absence
AM Recess	10:20 AM	10:55 AM		153	228	0.50	1/2 Day Absence
Instructional Block 2	10:55 AM	12:10 PM	75	0	152	1.00	Full Day Absence
Lunch/Recess	12:10 PM	1:00 PM		<u> </u>			
Instructional Block 3	1:00 PM	2:15 PM	75	Student Arriving I	Late	A I	
PM Recess	2:15 PM	2:30 PM		Arrives before	9:32 AM	4	No Absence
Instructional Block 4	2:30 PM	3:00 PM	30	Arrives.	9:32 AM	11:22 AM	1/2 Day Absence
Noninstructional	3.00 PM			Arrives after	11:22 AM		Full Day Absence
Instructional Block 5							TWO TO SECTION AND SECTION
Noninstructional			3	Student Leaving I	Early		
Instructional Block 6				Leaves before	11.23 AM		Full Day Absence
Noninstructional				Leaves	11 23 AM	1.28 PM	1/2 Day Absence
Instructional Block 7				Leaves after	1.28 PM		No Absence
Noninstructional							
Instructional Block 8						Calculate Partia	I-Day Absence
						Arrive	8:05 AN
Tota	I Instruction	al Minutes	305			Leave	9:15 AN
-			-			Minutes	60
NOTES:						Return	11:10 AN
Homeroom: 8:05 am- 8:1	5 am and 3 0	0 pm -3:05 p	om			Leave	3:05 PM
			1971			Minutes	165
						Total Minutes	221
							1/2 Day Absence
						Absence Amount	1/2 Day Abse

Reporting absences for students in grades 1 – 8 if attendance for all pupils in the school is based on <u>quarter</u> days

Attendance	Absence Amount
>75% of the instructional time scheduled for the day	0.00
75% of the instructional time scheduled for the day	0.25
≥50% but <75% of the instructional time scheduled for the day	0.50
≥25% but <50% of the instructional time scheduled for the day	0.75
<25% of the instructional time scheduled for the day	1.00

1st - 8th

System Training and Response Team

Reporting absences for students in grades 1 – 8 if attendance for all pupils in the school is based on <u>quarter</u> days Example

- Student C's FTE is 1.00.
- 6 hours of instruction are scheduled for a particular day.
- If Student C attends for more than 4:30, she is considered to be in attendance for the full day and no absence is reported.
- If Student C attends exactly 4:30, she is in attendance for 3/4 of the instructional time scheduled for the day and an absence in the amount of 0.25 must be reported.
- If Student C attends for at least 3:00, but less than 4:30, she is considered to be in attendance for 1/2 of the instructional time scheduled for the day and an absence in the amount of 0.50 must be reported.

System Training and Response Team

1st - 8th

Reporting absences for students in grades 1-8 if attendance for all pupils in the school is based on <u>quarter</u> days

Example (continued)

- If Student C attends for at least 1:30, but less than 3:00, she is considered to be in attendance for 1/4 of the instructional time scheduled for the day and an absence in the amount of 0.75 must be reported.
- If student C attends for less than 1:30, she is considered to be absent for the entire day and an absence in the amount of 1.00 must be reported.
- Appropriate adjustments must be applied according to variations in the length of the instructional time scheduled for a particular day.

System Training and Response Team

1st - 8th

9

Reporting absences for students in grades 1-8 if attendance for all pupils in the school is based on <u>half</u> days

Attendance	Absence Amount
≥ 75% of the instructional time scheduled for the day	0.00
≥50% but <75% of the instructional time scheduled for the day	0.50
<50% of the instructional time scheduled for the day	1.00

System Training and Response Team

1st - 8th

Reporting absences for students in grades 1-8 if attendance for all pupils in the school is based on <u>half</u> days

Example

- Student D's FTE is 1.00.
- 6 hours of instruction are scheduled for a particular day.
- If Student D attends for 4:30 or more, he is considered to be in attendance for the full day and no absence is reported.
- If Student D attends for at least 3:00, but less than 4:30, he is considered to be in attendance for 1/2 of the instructional time scheduled for the day and an absence in the amount of 0.50 must be reported.

System Training and Response Team

1st - 8th

Reporting absences for students in grades 1 – 8 if attendance for all pupils in the school is based on <u>half</u> days

Example (continued)

- If student D attends for less than 3:00, he is considered to be absent for the entire day and an absence in the amount of 1.00 must be reported.
- Appropriate adjustments must be applied according to variations in the length of the instructional time scheduled for a particular day.

System Training and Response Team

1st - 8th

Reporting absences for students in grades 9–12

GE -20 Absence Reporting Requirement (II)(b)(3)

"At a minimum, statutes require all districts and charter holders to offer instruction of at least four hours a day on a five day a week schedule or five hours a day on a four day week schedule."

System Training and Response Team

 $9^{th}-12^{th}$

Reporting absences for students in grades 9-12

A.R.S. § 15-901(6)(e)

"For high schools or ungraded schools in which the pupil is at least fourteen years of age by September 1, the attendance of a pupil may be counted as one—fourth of a day's attendance for each sixty minutes of instructional time in a subject that counts toward graduation, except that attendance for a pupil shall not exceed the pupil's full or fractional membership."

System Training and Response Team

9th - 12th 2

Reporting absences for students in grades 9-12

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of hours scheduled	6	6	6	6	2
Number of hours attended	6	6	6	6	2
Absence amount	0.00	0.00	0.00	0.00	0.50

System Training and Response Team

9th - 12th

Reporting absences for students in grades 9-12

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of hours scheduled	4	4	4	4	4
Number of hours attended	4	4	4	4	4
Absence amount	0.00	0.00	0.00	0.00	0.00

System Training and Response Team

 $9^{th}-12^{th} \\ 4$

Reporting absences for students in grades 9–12 in schools with <u>5 days per week</u>

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
	0.00	1.00	1.00
4.00		0.75	0.75
<1:00		0.50	0.50
			0.25

System Training and Response Team

9th - 12th 5

Reporting absences for students in grades 9–12 in schools with <u>5 days per week</u> (continued)

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥1:00 - <2:00	0 0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00

System Training and Response Team

9th - 12th

Reporting absences for students in grades 9–12 in schools with <u>5 days per week</u> (continued)

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥2:00 - <3:00	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00

System Training and Response Team

9th - 12th 7

Reporting absences for students in grades 9–12 in schools with <u>5 days per week</u> (continued)

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥3:00 - <4:00	0.75	1.00	0.25
		0.75	0.00
	0.75	0.50	0.00
		0.25	0.00

System Training and Response Team

9th - 12th 8

Reporting absences for students in grades 9–12 in schools with <u>5 days per week</u> (continued)

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
		1.00	0.00
> 4.00	1.00	0.75	0.00
≥4:00		0.50	0.00
		0.25	0.00

System Training and Response Team

9th - 12th

Reporting absences for students in grades 9–12 in schools with <u>4 days per week</u>

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:15	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25

System Training and Response Team

9th - 12th 10

Reporting absences for students in grades 9–12 in schools with <u>4 days per week</u> (continued)

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥1:15 - <2:30	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00

System Training and Response Team

9th - 12th 11

Reporting absences for students in grades 9–12 in schools with <u>4 days per week</u> (continued)

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥2:30 - <3:45	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00

System Training and Response Team

9th - 12th

Reporting absences for students in grades 9-12 in schools with 4 days per week (continued)

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥3:45 - <5:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00

System Training and Response Team

9th - 12th 13

Reporting absences for students in grades 9-12 in schools with 4 days per week (continued)

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
		1.00	0.00
. 5.00	4.00	0.75	0.00
≥5:00	1.00	0.50	0.00
		0.25	0.00

System Training and Response Team

9th - 12th 14

Reporting absences for homebound students

For homebound or hospitalized, a full day of attendance may be counted for each day during a week in which the student receives at least four hours of instruction. A.R.S. § 15-901(A)(6)(f)

- If a homebound or hospitalized student receives at least four hours of instruction during a week that school is in session, the student is considered to be in attendance for the entire week and no absences are reported.
- If a homebound or hospitalized student receives less than four hours of instruction during a week that school is in session the hours will be prorated per A.R.S. \S 15–901.

System Training and Response Team

Homebound 1

Reporting absences for homebound students

All figures are over a period of one week

Hours of Instruction	Days in Session	Weekly Attendance	Weekly Absence	Absences to Report
	5	0.00	1.00	5.00
	4	0.00	1.00	4.00
<1:00	3	0.00	1.00	3.00
	2	0.00	1.00	2.00
	1	0.00	1.00	1.00

The specific days chosen to report absences shall be left to the discretion of the reporting entity.

System Training and Response Team

Homebound 2

Reporting absences for homebound students

All figures are over a period of one week

Hours of Instruction	Days in Session	Weekly Attendance	Weekly Absence	Absences to Report
	5	0.25	0.75	3.75
	4	0.25	0.75	3.00
≥1:00 - <2:00	3	0.25	0.75	2.25
	2	0.25	0.75	1.50
	1	0.25	0.75	0.75

The specific days chosen to report absences shall be left to the discretion of the reporting entity.

System Training and Response Team

Homebound 3

Reporting absences for homebound students

All figures are over a period of one week

Hours of Instruction	Days in Session	Weekly Attendance	Weekly Absence	Absences to Report
	5	0.50	0.50	2.50
	4	0.50	0.50	2.00
≥2:00 - <3:00	3	0.50	0.50	1.50
	2	0.50	0.50	1.00
	1	0.50	0.50	0.50

The specific days chosen to report absences shall be left to the discretion of the reporting entity.

System Training and Response Team

Homebound 4

Reporting absences for homebound students

All figures are over a period of one week

Hours of Instruction	Days in Session	Weekly Attendance	Weekly Absence	Absences to Report
	5	0.75	0.25	1.25
	4	0.75	0.25	1.00
≥3:00 - <4:00	3	0.75	0.25	0.75
	2	0.75	0.25	0.50
	1	0.75	0.25	0.25

The specific days chosen to report absences shall be left to the discretion of the reporting entity.

System Training and Response Team

Homebound 5

Reporting absences for homebound students

All figures are over a period of one week

Hours of	Days in	Weekly	Weekly	Absences to
Instruction	Session	Attendance	Absence	Report
	5	1.00	0.00	0.00
	4	1.00	0.00	0.00
≥4:00	3	1.00	0.00	0.00
	2	1.00	0.00	0.00
	1	1.00	0.00	0.00

System Training and Response Team

Homebound 6

Reporting absences for students enrolled in an alternative school or program operated by a school district or in a charter school with an approved alternative calendar

"School districts operating alternative schools pursuant to this section and charter schools operating on approved calendars pursuant to section 15–183 may count pupils as having attended full time in any week for which the pupil was enrolled in and physically attended at least twenty hours of instruction during that week." A.R.S. § 15–797(D)

See A.R.S. § 15-796, 15-797, 15-183

Departing chase	naca far atudanta a	arelled in the			
	nces for students e nent of Juvenile Co		_		
educational pro		riections			
	nrolled in the Arizona De				
Corrections ed	ucational program, daily lent attends for a minimul	attendance is a day	_		
Attendance for	120 or more minutes but	fewer than 240			
minutes shall b (See A.R.S. § 15	e counted as one-half d	ay's attendance.	_		
(See A.N.S. § 15	J-1371)				
			_		
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System Training an	nd Pasnonsa Taam				
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	nces for students e		_		
Arizona Departn	nent of Corrections	educational program			
			_		
For students or	nrolled in the Arizona De	partment of Corrections			
educational pro	nrolled in the Arizona De ogram, daily attendance i	s a day in which a	_		
	s for a minimum of 180 m nutes but fewer than 180				
	e-half day's attendance.		_		
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System Training an	d Response Team				
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	nces for students e	per class period at a	_		
	pus owned and ope				
		, , , , , , , , , ,	_		
Daily Minutes	A 44	Daily Absence to			
Attended	Attendance	report:		 	
0–49	0.00	0.75		 	
50 – 99	0.25	0.50			
100 – 149	0.50	0.25	_		

≥150

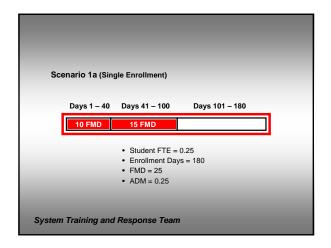
System Training and Response Team

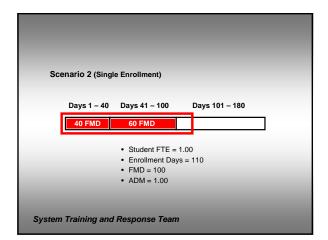
0.75

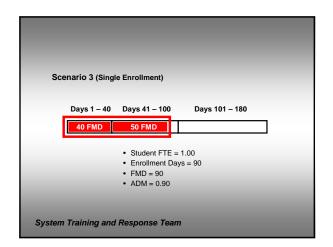
0.00

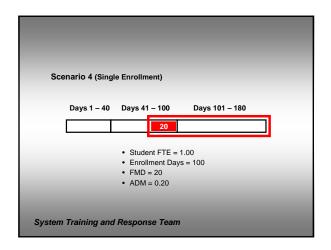
Adjusting Student ADM for **Subsequent and/or Concurrent Enrollments** Significance of Memorandum (April 3, 2008) "Reporting Absences and Apportionment of ADM" System Training and Response Team **Subsequent Enrollment** 1. Only the first 100 membership days accrued by students will be considered in the determination of Average Daily Membership (ADM). 2. A student may accrue membership days only by virtue of enrollment(s) occurring during the first 100 days a school is in session or the first 200 days school is in session for schools operating on 200 day calendars. System Training and Response Team Illustrating Enrollment/Membership Scenarios The grid outlined in black illustrates a school's calendar. Days 1 - 40 Days 41 - 100 Days 101 - 180 System Training and Response Team

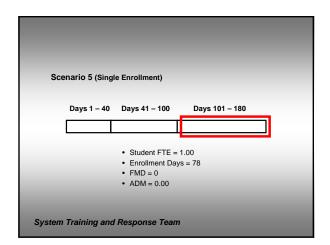
The area outlined in red illustrates a student's enrollment with a school.	-
Days 1 – 40 Days 41 – 100 Days 101 – 180	
System Training and Response Team	
The number of funded membership days generated by a student's	
enrollment within a school appear in white letters within a red background.	
Days 1 – 40 Days 41 – 100 Days 101 – 180	
40 FMD 60 FMD	
System Training and Response Team	
System Training and Response Yearn	
	1
Scenario 1 (Single Enrollment)	
Days 1 – 40 Days 41 – 100 Days 101 – 180	
40 FMD 60 FMD	
Student FTE = 1.00	
Enrollment Days = 180	
Funded Membership Days (FMD) = 100ADM = 1.00	

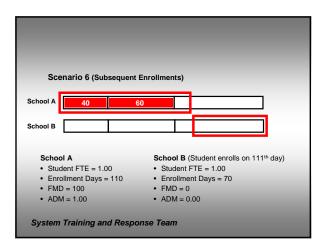


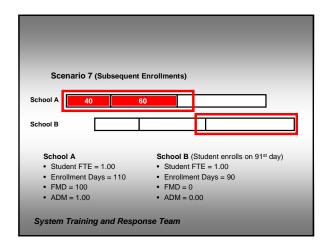


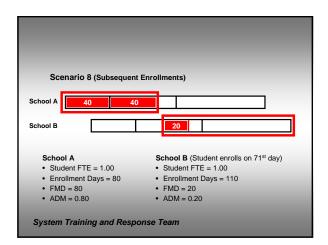


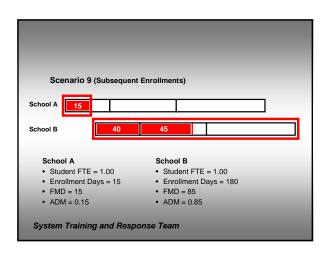


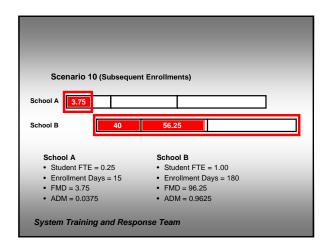


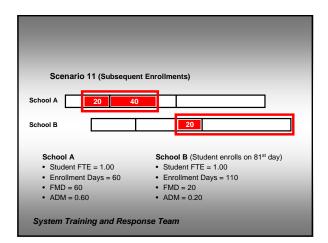


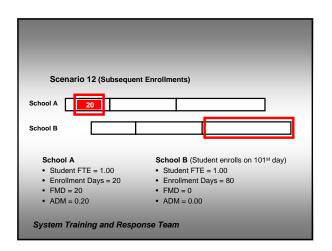


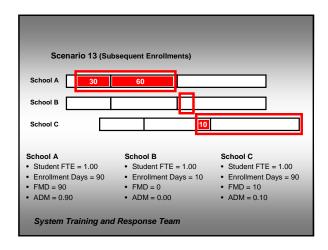


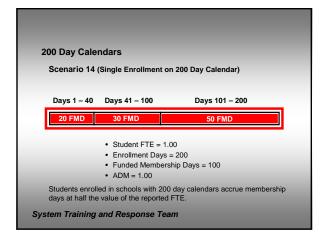








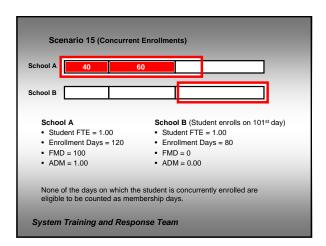


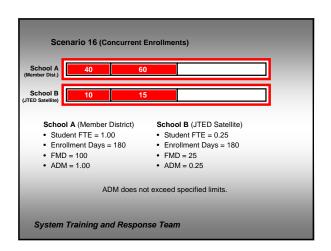


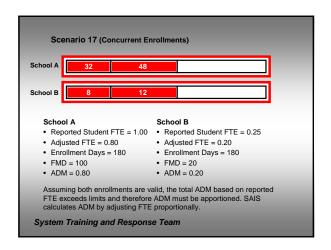
1. If the total ADM for a student at all schools attended is greater than 1.0 the total ADM will be reduced to 1.0 and apportioned between the schools based on reported FTE. Exceptions: • The total ADM for a student enrolled in a JTED course or courses (satellite courses) provided in a facility owned or operated by a school district in which the student is enrolled may not exceed 1.25. • The total ADM for a student enrolled in both a charter school and a JTED (when the student resides within the boundaries of a school district participating in the JTED) may not exceed 1.25. System Training and Response Team

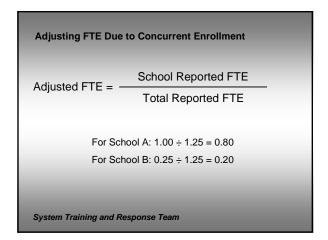
Concurrent Enrollment (continued)

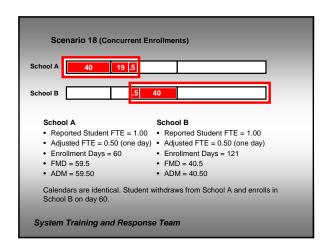
- 2. A concurrent enrollment occurs when a student is simultaneously enrolled in more than one school.
- For purposes related to the apportionment of funding, only concurrent enrollment on days within the first 100 session days (or 200 session days for schools operating on 200 day calendars) will be considered.
- 4. When ADM must be apportioned due to concurrent enrollment, ADE adjusts the student's FTE proportionally by dividing the reported FTE* for each individual school by the total reported FTE for all schools involved in the concurrency.
 - * For schools operating on 200 day calendars the reported FTE is first divided by 2.

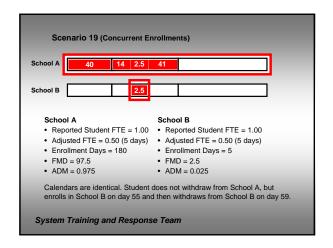


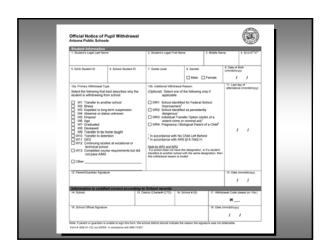




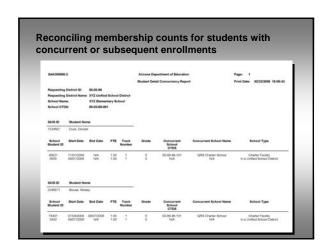


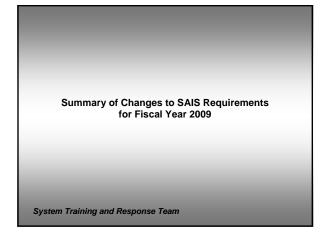






School A	40	20	20			
School B			20			
Schoo			Schoo			
	orted Studen					
,	sted FTE = 0	,				ys)
• Enro	Ilment Days	= 110	• Enrα	,	s = 140	
	0 = 80 1 = 0.80			1 = 20 1 = 0.20		
• ADI	1 = 0.60		• ADN	1 = 0.20		







School Finance

Beginning in fiscal year 2009:

- The records for a student enrolled in grades 9 12 will fail in Integrity processing for ADM when attendance (Transaction 17) is submitted.
- The records for a homebound student will fail in Integrity processing for ADM when attendance (Transaction 17) is submitted
- Submission of absences for homebound students will be allowed.

System Training and Response Team

SF 1

School Finance

- The records for a student enrolled in a TAPBI school will fail in Integrity processing for ADM when attendance (Transaction 17) is submitted.
- TAPBI schools will be required to submit LEA calendars for the purposes of establishing session days and determining the 1st, 40th, 100th and last day of instruction.
- The submission of calendar track 0 (zero) will no longer be allowed for students enrolled in TAPBI schools.
- ADM and ADA for students enrolled in TAPBI schools will be calculated in accordance with the same procedures used to calculate ADM and ADA for students in non-TAPBI schools.

System Training and Response Team

SF 2

School Finance

 The records of a student enrolled in a charter school will fail in Integrity processing for ADM and/or Special Education when a Special Enrollment Code (CEC-A, CEC-B, Open Enrollment) is submitted.

Note: Special Enrollment is an element in Transactions 1 (Student Enrollment) and 14 (Special Education Service Participation).

 The Integrity warning generated when a student who has previously been reported as a graduate (W7, S7, G) is subsequently enrolled for school membership, will become an Integrity failure for ADM.

Note: An exception will occur if a student is reported as having previously graduated from a JTED.

System Training and Response Team

SF 3

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School Finance

 Integrity error message –43204 Student has neither a year end status nor a withdrawal, will no longer be associated with End of Year ADM.

Note: This Integrity failure has not affected calculations for ADM in the past, nor will it in the future. Due to this technical correction, Code 4c will no longer appear on SDADMS72 and 75 reports after the 100th day of instruction when a student without a record of a year end status or a withdrawal is subject to Integrity processing.

System Training and Response Team

SF 4

School Finance

- If the total ADM for a student at all schools attended is greater than 1.0 the total ADM will be reduced to 1.0 (or 1.25 under specified circumstances when a student is also enrolled in a JTED satellite) and apportioned between the schools based on reported FTE.
- Only the first 100 membership days accrued by students will be considered in the determination of Average Daily Membership (ADM).
- A student may accrue membership days only by virtue of enrollment(s) occurring during the first 100 days a school is in session or the first 200 days school is in session for schools operating on 200 day calendars.

System Training and Response Team

SF 5

School Finance

 Aggregation procedures for schools operating on 200 day calendars will be incorporated into SAIS.

Note: Schools with 200 day calendars are currently subject to the same aggregation procedures as schools operating on non–200 day calendars, but are subject to a manual adjustment after the 200th day of instruction. Going forward, reported FTE for students enrolled in schools operating on 200 day calendars will be halved and a 200th day aggregation will be performed in SAIS.

System Training and Response Team

SF 6

School Finance

 Upon reaching his/her 18th birthday, a student without disabilities who is enrolled in the Arizona Department of Correction educational program will be excluded from funding for ADM.

Note: When such students are excluded from funding, their names will be listed on the SDADMS76 Funding Exclusion Report.

 A new tuition payer code (presumably {5}) will be added for use (by JTEDs) when a student is concurrently enrolled in a JTED and a charter school, but does not reside within the boundaries of a school district that is a member of the JTED.

System Training and Response Team

SF 7

School Finance

- An option to display the SDADMS72 report for all grade levels within a school will be added.
- The SDADMS75 report will display all membership intervals that occur before the 100th day or 200th day for schools operating on 200 day calendars.

Note: The names of students who are enrolled in a school before the school has reached its 100th day (or 200th day for schools operating on 200 day calendars) but who have previously accrued 100 membership days, will be displayed on the 75 report with 0.00 FTE.

System Training and Response Team

SF 8

School Finance

- The SDADMS75 report will display a new code (presumably {6}) indicating that a student has had a previous enrollment in another school.
- A new Student Detail Report will be created to display the number of membership days a student has generated due to previous enrollments in other schools.

System Training and Response Team

SF 9

Exceptional Student Services (ESS)	
Beginning in fiscal year 2009:	
The result of the current SAIS Integrity processing validation requiring a student's Special Education Service Participation exit reason to align with the withdrawal or year end status associated with the student's school membership will be an Integrity failure as opposed to a warning.	
Note: Student records failing this validation will be excluded from the Federal Special Education Census.	
System Training and Response Team ESS	1
Exceptional Student Services (SPED)	
When a student is exited from Special Education Service Participation with Exit Reason Code {11} (Expelled but still receiving services) the student's records will fail in both state and federal Special Education Integrity processing unless a record of a subsequent Special Education Service Participation with SPED Service Code {H} (Homebased/Homebound/Hospital Program)	
exists in SAIS.	
System Training and Response Team ESS	2
Office of English Language	
Acquisition Services (OELAS)	
Beginning in fiscal year 2009:	
 ELL Program Code {M} (Mainstream) will no longer be valid. A new ELL Program Code presumed to be {I} (Individual Language Learner Plan (ILLP)) will be added. 	
System Training and Response Team OELAS	1

Office of English Language Learner	
Acquisition Services (OELAS)	
Records of up to three language assessments (AZELLA)	
administered during a fiscal year by an individual school district or charter holder will be allowed to exist in SAIS for a student.	
Assessments may be administered on any day without regard to any previously designated assessment period.	
System Training and Response Team OELAS 2	
, ,	
	1
Office of English Language Learner	
Acquisition Services (OELAS)	
Procedures allowing a third party to submit student language assessment results are currently underdevelopment. Any changes to current procedures will be announced at a later date.	
changes to current procedures will be announced at a later date.	
System Training and Response Team OELAS 3	
	1
Office of English Language Learner	
Acquisition Services (OELAS)	
The Integrity warning generated when records exist in SAIS	
classifying a student as an immigrant for more than three fiscal years will be changed to a failure.	
System Training and Response Team OELAS 4	

New Designation for Certain Homeless Students Beginning in fiscal year 2009: • A new Need code, designating a student as "Homeless – Unaccompanied Youth" will be added to comply with federal reporting regulations.

System Training and Response Team

Close of SAIS for FY08 Submissions **Property of the PY08 Submissions** **Property of the PY08 Submission

Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

• Thank you for joining us today.

• Please fill out and leave your workshop evaluation form.

• Please return any borrowed materials.

ADE System Training and Response Team http://www.ade.az.gov/schoolfinance/star